



Date of occurrence: March 2009

Employee Name: Elinor Joseph

Classification: Public Service Aide

Unit/Division: Patrol

Award/Commendation type and recommendations: Letter of Commendation

Narrative:

Elinor Joseph is a civilian employee for the police department. He is a public service aide who has numerous responsibilities and duties. Some of the responsibilities include completing accident reports , issuing parking citations, programming and deploying the electronic sign, delivering uniforms and equipment, monitoring school bus stops, dispatching police calls, answering calls of service from the community, and working traffic details at special events. He also attended Property and Evidence training and is now the secondary property and evidence clerk. Recently, he inventoried the 500 plus parking meters in the Town and reprogrammed them to the new rates and hours. Most of these duties are above and beyond the job description of a public service aide. Elinor, however accepts additional responsibilities without complaint. He is intelligent and a quick learner.

Elinor's most outstanding attribute is that he is always willing to help his fellow employees. He never says no. He is willing to come in early and leave late to get the tasks completed. He is willing to change his days off and his work hours to fill in as a dispatcher when we are short-handed or someone is on vacation. His work ethic is exceptional.

Last but not least Elinor is a gentleman, who treats the public with respect, and represents the Town in a professional manner at all times. He is a pleasure to work with and we are very proud of him.

Recommended by: Chief David Allen

Date: 3-31-09

Chief of Police: _____

Date: _____